

**AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, MAY 19, 2004
12:00 NOON
12131 TELEGRAPH RD.
SANTA FE SPRINGS, CALIFORNIA 90670
(562) 347- 4663 ext. 8196**

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1. **Call to Order:**

2. **Roll Call:**

Treneatra Farmer, Chair
Henry Porter, Vice-Chair
Chris Amegatcher
Severyn Aszkenazy
Phillip Dauk
Lynn Caffrey Gabriel
Sharon M.Y. Lowe
Felicia Mollinedo
Andrew Nguyen

3. **Reading and Approval of the Minutes of the Previous Meeting:**

Regular Meeting of April 28, 2004.

4. **Report of the Executive Director**

5. **Staff Presentation: Quarterly Construction Contracts Status Report –
Geoffery Siebens**

6. **Public Comments: The public may speak on matters that are within the
jurisdiction of the Housing Commission. Each person is limited to three
minutes.**

Regular Agenda

7. Approve Incorporation of Additional Funds into the Housing Authority's Fiscal Year 2003-2004 Budget.

Recommendation: Authorize the Executive Director to incorporate into the Housing Authority's Fiscal Year 2003-2004 budget additional Section 8 Housing Choice Voucher Program funds, currently estimated a \$24,000,000, which will be received from the U.S. Department of Housing and Urban Development (HUD) to fund rental subsidy payments. (APPROVE)

8. Construction Contract for Roofing Replacement at Three Housing Developments in the City of Santa Monica.

Recommendation: Find that roofing replacement at three family housing developments, located at 1855 9th Street, 1450 14th Street and 2006 20th Street in the City of Santa Monica, is exempt from the California Environmental Quality Act (CEQA), as described herein, because the proposed work, with mitigation measures, will not have the potential for causing a significant effect on the environment because it involves negligible or no expansion of use beyond what currently exists. Approve and authorize the Executive Director of the Housing Authority to execute a Construction Contract with Cooper Roofing Services, Inc., in the amount of \$87,777.77 to remove and replace the roofing at the above sites, to be effective after issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval. (APPROVE)

9. Approve Purchase of Property Insurance, Excess Workers' Compensation and Excess General and Automobile Liability Insurance for the Community Development Commission and Housing Authority.

Recommendation: Approve the combined purchase, with the Community Development Commission, of property insurance, excess workers' compensation insurance and excess general and automobile liability insurance, at an approximate premium cost not exceeding \$1,200,000, for the period from July 1, 2004 to June 30, 2005, through the Housing Authority and Commission's insurance broker, Driver Alliant Insurance Services, Inc. (APPROVE)

10. Approve Support and Consulting Services Agreements for Upgrade of the Housing Authority's Network Infrastructure.

Recommendation: Find that the Support and Consulting Services Agreements, and the purchase of servers and personal computers are exempt from California Environmental Quality Act (CEQA), as described herein, because the proposed Agreement will not have the potential for causing a significant effect on the environment. Approve and authorize the Executive Director of the Housing Authority to execute a one-year Support Services Agreement with En Pointe Technologies Sales, Inc. in substantially the form of the attached, to design and

install a network power supply solution, at a cost of \$116,658.47, to be effective following approval as to form by County Counsel and execution by all parties. Approve and authorize the Executive Director to execute a one-year Consulting Services Agreement with CompuCom Systems, Inc., in substantially the form of the attached, to design and install a network disaster recovery solution, at a cost of \$366,159.08 to be effective following approval as to form by County Counsel and execution by all parties. (APPROVE)

11. Resolutions Approving and Authorizing the Issuance of Multifamily Housing Mortgage Revenue Bonds for Harmony Creek Senior Housing in Unincorporated Hacienda Heights.

Recommendation: Adopt and instruct the Chairman to sign a Resolution, as required under Section 34350.5 of the Health and Safety Code of the State of California, authorizing the issuance of Multifamily Housing Mortgage Revenue Bonds by the Housing Authority of the County of Los Angeles, in an amount not exceeding \$6,000,000, to Hacienda Senior Partners, L.P. (the Developer) to finance the site acquisition and construction of Harmony Creek Senior Housing, a 75-unit affordable senior rental development to be located at 15554 Gale Avenue, in unincorporated Hacienda Heights. (APPROVE)

12. Adopt Resolutions Approving Issuance of Multifamily Housing Mortgage Revenue Bonds for Senior Housing Development in the City of San Fernando.

Recommendation: Adopt and instruct the Chairman to sign a Resolution, as required under Sections 1.142-4 and 1.150-2 of the Treasury Regulations, declaring an intent by Aszkenazy Development, Inc. (the Developer), to undertake financing, in an amount not exceeding \$5,600,000, to finance the site acquisition and construction of San Fernando Senior Housing, a 98-unit affordable senior rental housing development to be located at three sites, known as the La Palmas I, La Palmas II, and Park Avenue parcels, in the City of San Fernando. (APPROVE)

13. Approve Changes to the Community Development Commission's Deferred Compensation Plan.

Recommendation: Adopt the accompanying plan document restating the 457 Deferred Compensation Plan & Trust held by ICMA Retirement Corporation. Approve changes to the 457 Deferred Compensation Plan making the employer matching contribution 100% vested, effective upon Board approval. (APPROVE)

14. Approve Funding of Housing Authority Projects with Community Development Block Grant Funds.

Recommendation: Authorize the Executive Director to execute Community Development Block Grant (CDBG) Reimbursable Contracts with the County of Los Angeles, using \$150,000 in CDBG funds, to replace exterior doors at the Woodcrest I and II housing developments; replace the gate and intercom at the

South Scattered Sites housing developments; and replace parking lots and fire lanes at the Nueva Maravilla housing development. (APPROVE)

15. **Workshop: Housing Authority Procurement Process – Ben Martinez**
16. **Housing Commissioner Comments and Recommendations for Future Agenda Items.** Housing Commissioners may provide comments or suggestions for future agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the above address. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at Marisol.Ramirez@lacdc.org , from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
MINUTES FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, April 28, 2004

The meeting was convened at the Foothill Villa housing development located at 2423 Foothill Boulevard, La Crescenta.

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file in the central office of the Housing Authority.

The meeting was called to order by Chair Treneatra Farmer at 12:15 p.m.

ROLL CALL	<u>Present</u>	<u>Absent</u>
Chris Amegatcher	X	
Severyn Aszkenazy	X	
Phillip Dauk		X
Treneatra Farmer	X	
Lynn Caffrey Gabriel		X
Sharon M.Y. Lowe	X	

Felicia Mollinedo	X
Andrew Nguyen	X
Henry Porter, Jr.	X

PARTIAL LIST OF STAFF PRESENT:

Bobbette Glover, Assistant Executive Director
Rebecca Craigo, Director, Assisted Housing Division
Marie Quon, Assistant Director, Assisted Housing Division
Maria Badrakhn, Director, Housing Management Division
Emilio Salas, Director, Administrative Services
Esther Keosababian, Assistant Director, Housing Management
Kevin Fulton, Manager, Housing Management Division
Arlene Black, Manager, Housing Management Division
Jim Becker, Manager, Assisted Housing Division
Carolina Romo, Manager, Housing Management Division
Geoffery Siebens, Manager, Construction Management Division
Linda Jenkins-Swift, Manager, CDBG Division
Karen Ramirez-Smith, Manager, Office of Executive Budget
Richard Peters, Manager, Financial Management Division

PARTIAL LIST OF GUESTS PRESENT:

Lorraine Holly, President, Foothill Villa Residents Council

Reading and Approval of the Minutes of the Previous Meeting

On Motion By Commissioner Porter, seconded by Commissioner Aszkenazy, the Minutes of the Regular Meeting of March 24, 2004, were approved.

Agenda Item No. 4 - Report of the Executive Director

This report was presented by Bobbette Glover with staff participation.

Bobbette Glover introduced the new Commissioner, Sharon M.Y. Lowe, who has been appointed to represent the First Supervisorial District. Commissioner Lowe is currently working as Environmental Justice Deputy for Los Angeles City Council Member Ed Reyes.

As requested at the previous meeting, letters written to Congressional members opposing funding cuts for housing programs were distributed for signature to the Commissioners.

An invitation was extended to the Commissioners to the Housing Authority's Annual Donors Breakfast on May 20, 2004, at the Carmelitos Community Center. The event recognizes those who have responded to the needs of public housing residents.

On April 22, 2004, HACoLA sponsored a Service Learning Symposium at the Quiet Canon in Montebello. The Service Learning program allows college students to earn school credits while working as tutors, mentors, and recreation leaders and assisting public housing residents.. The event brought together 150 participants to exchange ideas on program development and to hear remarks by Carlos Jackson, Frank Gilliam, Associate Vice Chancellor at UCLA and James Lyons, President of California State University, Dominguez Hills. Commissioners Farmer and Porter were in attendance. A presentation on the program will occur at a future meeting of the Housing Commission.

Arlene Black introduced: Ludmila George, Acting Property Supervisor; Dena McGraw, Resident Manager; Richard Bosek, North County Maintenance Supervisor; and Lorraine Holly, President of Foothill Residents Council. Foothill Villa, which was built in 1981 and consists of 61 senior units, was modernized in 2003.

Agenda Item No. 5 – Staff Report on Headquarters Relocation

Michael Popwell provided a status report on the Housing Authority's negotiations for new office space in Santa Fe Springs. These negotiations were unsuccessful, and the Housing Authority has entered into discussions with the current owner of the 2 Coral Circle building to exercise a lease extension. The current lease at 2 Coral Circle expires in March 2005.

Bobbette Glover reported that the Los Angeles Unified School District is interested in purchasing the Chavez building to convert into an adult school, instead of the previous plan of establishing a high school on the site. If an agreement can be reached, development of the adult school will take approximately two years.

Regular Agenda

On Motion by Commissioner Aszkenazy, seconded by Commissioner Porter and unanimously carried, the following was approved by the Housing Commission:

APPROVE FUNDING OF HOUSING AUTHORITY PROJECTS WITH FISCAL YEAR 2004-2005 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS AGENDA ITEM NO. 6

1. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to accept from the County of Los Angeles an estimated \$2,179,782 in Fiscal Year 2004-2005 (July 1, 2004 to July 30, 2005) Community Development Block Grant (CDBG) funds, as identified in the Housing Authority portion of the Los Angeles Urban County Fiscal Year 2004-2005 One Year Action Plan (Action Plan) for the allocation of federal funds by the County of Los Angeles; and authorize the Executive Director to use these funds for capital improvements and services for public housing residents.

2. Recommend that the Board of Commissioners authorize the Executive Director, following approval by the U.S. Department of Housing and Urban Development (HUD), to incorporate the \$2,179,782 in new CDBG funds into the approved Fiscal Year 2004-2005 budget of the Housing Authority.
3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute CDBG Reimbursable Contracts with the County of Los Angeles to fund the activities, and to use the form of contract presented at the meeting, to be effective following approval as to form by County Counsel and execution by all parties.
4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute CDBG Reimbursable Contract Amendments with the County of Los Angeles, using the form of contract amendment presented at the meeting, to extend the contracts through June 30, 2005, for projects at the Woodcrest and Nueva Maravilla housing developments using \$360,560 in prior year CDBG funds, to be effective following approval as to form by County Counsel and execution by all parties.

Prior to Approval

Commissioner Porter made the following comments about the sample Reimbursable Contract to provide CDBG funds allocated by the One Year Action Plan: Paragraph 8, Program Evaluation and Review, the intervals for records inspections should either be every three years or every five years; Paragraph 13, Affirmative Action, clarification was requested on why this section has been intentionally omitted; Paragraph 33, Acquisition of Supplies and Equipment, clarification was requested regarding the language of this section, which will be provided as part of Process Presentation to take place at the next meeting; clarification was also requested on Exhibit A, Scope of Services, which is a blank form that is completed for each contract prior to execution

Agenda Item No. 7 – This matter was held and considered following Item15.

On Motion by Commissioner Porter, seconded by Commissioner Aszkenazy and unanimously carried, the following was approved by the Housing Commission:

**APPROVE THE HOUSING AUTHORITY'S FISCAL YEAR 2004-2005 BUDGET
AGENDA ITEM NO. 7**

1. Recommend that the Board of Commissioners approve the Housing Authority's Fiscal Year 2004-2005 Budget, which includes revenues and expenditures of \$268,751,500; and instruct the Executive Director to implement the Budget and take all related actions, including execution of all required documents.

2. Recommend that the Board of Commissioners adopt the attached Resolution approving the Fiscal Year 2004-2005 Budget of the Housing Authority; and instruct the Executive Director to submit the Resolution to the U.S. Department of Housing and Urban Development (HUD).

On Motion by Commissioner Aszkenazy, seconded by Commissioner Lowe and unanimously carried, the following was approved by the Housing Commission:

APPROVE SUPPORT SERVICES AGREEMENT WITH NORSTAN
COMMUNICATIONS, INC.
AGENDA ITEM NO. 8

1. Recommend that the Board of Commissioners find that the Support Services Agreement between the Housing Authority and Norstan Communications, Inc. is exempt from the National Environmental Policy Act (NEPA) and is not subject to the California Environmental Quality Act (CEQA), because the proposed Agreement will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute a one-year Support Services Agreement with Norstan Communications, Inc., in substantially the form presented at the meeting, to provide support services and upgrades for the Cisco Voice Over Internet Protocol (VOIP) Telephony System and Call Center application, at a cost of \$143,827, to be effective following approval as to form by County Counsel and execution by all parties.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the Agreement to extend the time of performance for a maximum of two years, in one-year increments, at a cost of \$74,144 per year, following approval as to form by County Counsel.
4. Recommend that the Board of Commissioners authorize the Executive Director to incorporate \$143,827 into the Housing Authority's approved 2003-2004 budget.
5. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the Agreement, following approval as to form by County Counsel, to increase the contract sum, to include any unforeseen services or customizations required and to use for this purpose a maximum of \$28,766 from the source of funds described above.

On Motion by Commissioner Porter, seconded by Commissioner Aszkenazy and unanimously carried, the following was approved by the Housing Commission:

APPROVE A COMMUNITY DEVELOPMENT BLOCK GRANT FLOAT LOAN TO THE
HOUSING AUTHORITY FOR REHABILITATION OF SIX HOUSING DEVELOPMENTS
AGENDA ITEM NO. 9

1. Recommend that the Board of Commissioners approve a 30-month Community Development Block Grant (CDBG) Float Loan Agreement, using the form of agreement presented at the meeting, for \$6,200,000 in Countywide Community Development Block Grant (CDBG) funds with the County of Los Angeles to fund rehabilitation activities at housing developments including: Nueva Maravilla in unincorporated East Los Angeles; Carmelitos in the City of Lomita; Orchard Arms in Valencia; Foothill Villa in La Crescenta; and Southbay Gardens in unincorporated South Los Angeles; and authorize the Executive Director to execute the Float Loan Agreement and all related documents, to be effective following approval as to form by County Counsel and execution by all parties.
2. Recommend that the Board of Commissioners authorize the Executive Director to incorporate the above funds, as needed, into the Housing Authority's approved budget.

On Motion by Commissioner Porter, seconded by Commissioner Aszkenazy, to include amended language on Section 138.2 Substance Abuse was unanimously carried, the following was approved by the Housing Commission:

APPROVE ADMINISTRATIVE AND PERSONNEL POLICIES FOR THE COMMUNITY
DEVELOPMENT COMMISSION
AGENDA ITEM NO. 10

Recommend that the Board of Commissioners approve the Community Development Commission's amended Administrative and Personnel Policies, which provide a framework for the Commission's personnel system and ensure compliance with Federal and State regulations, to be effective upon the date of Board approval.

Prior to Approval

Commissioner Porter recommended that language be added to the Administrative and Personnel Policies on actions to be taken if an employee has tested positive for drug use at the work place, or is in some other way been incapacitated. It was suggested that staff assist that person home or to some other safe location, or that a family member be contacted to escort the employee

On Motion by Commissioner Aszkenazy, seconded by Commissioner Lowe, and unanimously carried, the following was approved by the Housing Commission:

CONFLICT OF INTEREST POLICY
AGENDA ITEM NO. 11

Approval of the proposed Conflict of Interest Policy for the Housing Commission to provide guidelines to ensure that all official actions taken by members of the Housing Commission are fair and impartial, and that such actions do not constitute a conflict of interest with the goals and objectives of the Housing Authority.

On Motion by Commissioner Aszkenazy, seconded by Commissioner Lowe and unanimously carried, the following was approved by the Housing Commission:

RESOLUTION AUTHORIZING REMOVAL OF AMALIA HOUSING DEVELOPMENT
FROM THE CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT BETWEEN
THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND THE
HOUSING AUTHORITY
AGENDA ITEM NO. 12

Recommend that the Board of Commissioners adopt a Resolution authorizing removal of the four-unit Amalia housing development, located at 461-463 ½ Amalia Avenue in unincorporated East Los Angeles County, from the Consolidated Annual Contributions Contract between the U.S. Department of Housing and Urban Development and the Housing Authority.

RECOMMENDATION TO RESCHEDULE THE MEETING OF MAY 26, 2004.
AGENDA ITEM NO. 13

The Housing Commissioners approved changing the May 26, 2004 meeting to May 19, 2004. This meeting will be convened at the Santa Fe Springs office.

Agenda Item No. 14 - Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Porter commented that he was very pleased by the Volunteer of the Year 2004 Awards presented by the Board of Supervisors, and especially by the efforts of Azareel Campos, a youth from the Nueva Maravilla housing development, and Reggie Snelson, an adult resident at Harbor Hills.

Commissioner Porter recommended that the Housing Commission Bylaws be amended to include a Code of Conduct for Commissioners, staff and guests, based on the policy adopted by the Board of Supervisors and Chapter 15 of Roberts Rules of Order.

Commissioner Amegatcher requested that the issue of civil liberties for public housing residents be placed on the agenda for discussion at the next meeting.

Commissioner Lowe requested reports on the following items: steps that can be taken to streamline and increase the efficiency of inspecting units prior to contracting them under the Section 8 Program to avoid delays that cause program participants (those most at risk of homelessness) from losing units before they can be brought under the program; evaluate the status of Project-Based Section 8 Housing projects to determine if agreements may be expiring in the future which could cause these units to be removed from the Housing Authority's inventory, including steps that can be taken to preserve these units for low-income residents; clarification was requested on the policies and procedures available to Housing Authority residents to address safety and other tenant-related issues.

Commissioner Aszkenazy inquired whether the Housing Authority has considered exploring tax incentives and other benefits to encourage landlords to participate in the Section 8 Program.

Commissioner Aszkenazy recommended that all cellular telephones be put on silent mode during the meetings.

Agenda Item No. 15 Public Comments

No members of the public were in attendance.

The next scheduled meeting of the Housing Commission will be held at 12131 Telegraph Road, Santa Fe Springs on Wednesday, May 19, 2004 at Noon.

On Motion by Commissioner Porter, the Regular Meeting of March 24, 2004, was adjourned at 1:50 p.m.

CARLOS JACKSON
Secretary –Treasurer